

**May 1, 2017**  
**JOB VACANCY ANNOUNCEMENT**

**First District Appellate Court**  
**160 North LaSalle Street**  
**Chicago, IL 60601**

*Applicant may be required to submit additional materials and/or complete job specific tests for the position.*

<b>POSITION:</b>	<b>Clerk of the Appellate Court</b>
<b>DIVISION:</b>	<b>Illinois Appellate Court, First District</b>
<b>BENEFITS:</b>	<b>An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation.</b>
<b>MINIMUM SALARY:</b>	<b>\$110,000; Minimum salary at appointment to be commensurate with experience</b>

**PURPOSE**

This constitutional position is highly professional and includes supervisory and administrative responsibilities. The Clerk of the Appellate Court is appointed by the Appellate Court Justices. The Clerk is responsible for administering all phases of work in docketing case flow management and other areas of operations necessary to execute the responsibilities of the office. Work is performed under the general direction of the Chair and members of the Executive Committee in the First District.

**ESSENTIAL FUNCTIONS**

- Confers and consults with judges and attorneys concerning matters before the court; interprets court rules, policies, orders, directives, and procedures and their application to matters before the court.
- Responsible for the court's active and closed case files and permanent records.
- Supervises the intake and filing of documents and is responsible for the court records management; and checks briefs, motions, etc., for compliance with legal requirements.
- Oversees the oral argument calendar; guides staff on problems relating to the call of the docket, opinion filing, and related matters.
- Plans, directs, and evaluates the work and work assignments of staff; approves personnel actions such as new hires, transfer, promotions and employee discipline; monitors employee time and attendance and approves leave requests; motivates and coaches staff to aid in performance and productivity; assesses training needs of staff and provides appropriate instruction.
- Directs compilation and analysis of statistical information as required by the court; responsible for the court record management program.
- Manages budget expenditures; oversees the procurement of supplies, equipment, and services; responsible for property management and inventory control; directs mail processing activities.
- Coordinates administrative functions with other courts; acts as the court's liaison with the Administrative Office and other state courts and represents the court with public groups, conferences, news media and the general public.
- Confers and consults with judges regarding court policy and planning; reviews and assists in the

- development of court administration policies and procedures; determines organizational requirements.
- Assists both attorneys and non-represented parties in navigating the appellate process.
- Assures that all employees of the clerk's office maintain the highest level of integrity and handle sensitive matters and materials appropriately.
- Reviews proposed and pending legislation concerning jurisdictional changes for their impact upon the court and proper implementation of the legislation if passed.
- Performs other duties as required by the Appellate Court.

## **EDUCATION AND EXPERIENCE**

Fifteen (15) years of supervisory experience in the administration and operation of a circuit, appellate or supreme court and/or its clerk's office; OR a Bachelor's degree from an accredited college or university in public administration, business administration, computer science, or a related field and seven (7) years of supervisory experience in the administration and operation of a circuit, appellate or supreme court and/or its clerk's office; OR a Juris Doctor degree from an American Bar Association accredited law school and four (4) years of supervisory experience in the administration and operation of a circuit, appellate or supreme court and/or its clerk's office;

AND

Proficiency in the use of Microsoft Word and Excel.

## **SELECTION FACTORS**

### **Knowledge and Skills**

1. Skill in the application of Supreme Court Rules relating to civil and criminal appeals.
2. Knowledge of Appellate Court operations and program areas.
3. Ability to develop, recommend and implement policy directives in Appellate Court program areas.
4. Technological skills to manage clerk responsibilities for electronic filing of appeals, electronic records filed on appeal, and active and closed electronic case files.
5. Knowledge of modern supervisory practices including employee motivation, scheduling and assigning work to maintain a balanced work load, developing and implementing office procedures, training employees, monitoring time and attendance records and recommending appropriate actions to administrative personnel.
6. Ability to interact with all levels of management and internal and external stakeholders.
7. Ability to collect, analyze, compare, prioritize, and evaluate complex data; evaluate solutions, and identify consequences of decisions and recommendations; and prepare reports.
8. Strong analytical, organizational, and interpersonal skills.
9. Strong oral and written communication skills.
10. Associates with employees and the public in a pleasant, courteous and helpful manner.
11. Must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

**Physical Requirements**

1. Ability to sit or stand for extended time periods.
2. Professional office working environment requiring telephone usage and ability to process written documents.
3. Ability to travel throughout the state including overnight stays as required.

**Applicants should submit a letter of interest; a resume, specifically addressing compliance with the Education and Experience requirements set forth above; and salary history to:**

**ILLINOIS APPELLATE COURT  
Attn: Justice Thomas E. Hoffman  
160 N. LaSalle St.  
Suite 1610  
Chicago, IL 60601**

**This position will remain open until filled. However, individuals desiring consideration for appointment to the position must submit their letter of interest and required materials on or before June 1, 2017.**

**EQUAL OPPORTUNITY EMPLOYER**